

**TOWN OF GRANBY
BOARD OF SELECTMEN
REGULAR MEETING
MONDAY, AUGUST 16, 2021
TOWN HALL MEETING ROOM
7:00 P.M.
AGENDA**

I. PLEDGE OF ALLEGIANCE

II. PUBLIC SESSION

III. MINUTES

- A. Approval of Regular Meeting Minutes – August 2, 2021
Special Meeting Minutes – August 10, 2021

IV. UNFINISHED OR TABLED BUSINESS

V. BUSINESS

- A. Resignations and Appointments
Vacancies: (2) Conservation Commission; Affordable Housing Committee (6)
- B. Kearns School Update – Andy DiFatta and Mark De Pecol
- C. Consideration of Additional Appropriation from Communications Fund for Purchase of Town Phone System
- D. Consideration of Amendment to the Charge for the Affordable Housing Plan Committee

VI. TOWN MANAGERS REPORT

- A. Budget Operations

VII. FIRST SELECTMAN REPORTS (B. Scott Kuhnly)

VIII. SELECTMAN REPORTS

(Sally S. King, Mark C. Neumann, Edward E. Ohannessian, Glenn G. Ballard)

IX. ADJOURNMENT

The next regular meeting is scheduled for September 7, 2021.

WELCOME

By Charter, the Granby Board of Selectmen (BOS) serves Granby as the town's Legislative Body. It is composed of five members elected every two years by the registered voters of the Town of Granby.

The BOS meets on the first and third Monday of each month at 7:00 p.m. in the Town Hall Meeting Room. All meeting notices are posted in the Town Clerk's office in the Town Hall. ALL MEETINGS ARE OPEN TO THE PUBLIC. An agenda is prepared prior to the posting of the meeting. If you would like to propose an item for the agenda, please speak with the Town Manager at least one week prior to the meeting.

We encourage your involvement in town government. The Public Session section of the order of business shall be that portion of the regular Board meeting during which electors of the Town of Granby may address the Board for no more than five (5) minutes each regarding any matter not otherwise subject to Public Hearing. Further remarks or questions by the public may be allowed at the discretion of the chair. Each person speaking must give name and address and shall speak only once on the subject being addressed.

The originator of a communication or spokesman for any group whose petition or communication is included on the agenda shall be given the privilege of addressing the Board of Selectmen on the subject of the petition or communication for a period of not more than ten (10) minutes.

Each speaker is allowed one comment on an issue until all others have been heard. Please wait to be recognized by the First Selectman before speaking. Interrupting the Board or discussion of personnel issues is not permitted. Comment on issues not listed on the agenda may be made during the public session.

Citizens of Granby are also encouraged to become active in town government. Please feel free to contact a Board of Selectmen member or William F. Smith, Jr., Town Manager, to discuss ways in which you can support the Town of Granby.

TELEPHONE - (860) 844-5300

www.granby-ct.gov

BOARD OF SELECTMEN

B. Scott Kuhnly, First Selectman
Sally S. King, Vice-Chairman
Glenn G. Ballard
Mark C. Neumann
Edward E. Ohannessian

TOWN MANAGER

William F. Smith, Jr.

**TOWN OF GRANBY
BOARD OF SELECTMEN
MEETING MINUTES
August 2, 2021**

The regular meeting of the Board of Selectmen was called to order by First Selectman B. Scott Kuhnly at 7:00 p.m.

PRESENT: B. Scott Kuhnly, Sally King, Glenn Ballard, Mark Neumann, Edward Ohannessian and William F. Smith, Jr., Town Manager

I. PLEDGE OF ALLEGIANCE

II. PUBLIC SESSION

Kate Bogli, 198R Salmon Brook Street, Granby spoke in favor of continuing to provide access to Town meetings through Zoom.

III. MINUTES

ON A MOTION by Selectman King seconded by Selectman Neumann, the Board voted (6-0-0) to approve the minutes of the Public Hearing of July 7, 2021.

ON A MOTION by Selectman King seconded by Selectman Neumann, the Board voted (6-0-0) to approve the minutes of the Special Meeting of July 7, 2021.

IV. UNFINISHED OR TABLED BUSINESS

None.

V. BUSINESS

A. Resignations and Appointments to be Considered

None other than what is presented on the agenda.

B. Long-Term Recovery Plan Report Presentation – David L. Watkins

Chairman David Watkins presented the final report of the Long-Term Recovery Committee (LTRC). Mr. Watkins recognized the members of the committee and thanked them for their diligent work on behalf of the sectors they represented. The LTRC met the three-part charge assigned by the Board of Selectmen: to ascertain the unmet needs of the community and develop methods to recover; to coordinate federal, state and local government resources; and to create mitigation and reasonable risk reduction programs and policies.

The LTRC conducted a survey of Granby's residents and businesses and found that Granby survived the pandemic without the extreme negative consequences of other communities in the state and nation. The results of the survey also showed that the most significant concerns of town residents were isolation and the inability to socialize with others, concerns of contracting COVID-19 and the lack of sufficient

and timely communication from the Town. Both residents and businesses also expressed concern over the availability of supplies.

The LTRC Chairman established relationships with the Capitol Region Council of Government's Long-Term Planning and Economic Committees as well as FEMA Region 3. Emergency Management Director Eric Vincent and Director of Social Services Sandra Yost shared funding and relief opportunities with the LTRC members for further dissemination to their sectors. Mr. Vincent and Ms. Yost will continue to be the point of contact for any new recovery information.

The committee identified two areas of potential improvement based on the survey results. The first recommendation is to implement an "opt-in" communication system to provide timely information to residents on non-emergency situations such as road closures and other issues affecting the community. It was also recommended that the system be used regularly so residents become familiar with the communications. Secondly, the LTRC suggested the Town obtain an adequate supply of Personal Protective Equipment in anticipation of future emergencies.

Mr. Watkins recommended that having met its charge, the Long-Term Recovery Committee should be dismissed.

ON A MOTION by Selectman Neumann, seconded by Selectman King, the Board voted (6-0-0) to accept the final report of the Long-Term Recovery Committee and dismiss the committee with the thanks from the Board.

C. Consideration of Granby Water Pollution Control Authority (GWPCA) Cost Share for Waste Water Treatment Plant Clean Water Fund (CWF) Project #392C-1

Town Manager Smith provided the background on the GWPCA agreement with the Town of Simsbury, which requires Granby to pay its share for expansion and improvements to use 9.2% of its sewer capacity. The Town of Simsbury refinanced the Clean Water Fund Bond in March 2021 and received a favorable rate. It is recommended that the Town continue to make payments from the Sewer Assessment Fund and the Sewer Utility Fund based on the table presented.

ON A MOTION by Selectman King, seconded by Selectman Neumann, the Board voted (6-0-0) to adopt the fee schedule as set forth in the memo for the years 21-22, 22-23 and 23-24 and forwards this request to the Board of Finance to approve.

D. Consideration of Wild Flower Garden on Town-Owned Property on Salmon Brook Street

Susan Ranstead, 53 Heather Lane, North Granby provided background on the proposed wild flower garden at 175 Salmon Brook Street. A group of residents consulted experts to determine the feasibility of establishing areas of native flowering plants on the Town-owned land to provide food and habitat for pollinators. It was determined that it was possible to establish the garden at this site. If approved, the

group would begin to raise funds and plan the project. There will be no use of Town funds for this project.

Town Manager Smith also discussed the Sustainable CT program and the possibility of developing a committee to take advantage of grants offered by that program.

ON A MOTION by Selectman Neumann, seconded by Selectman Ballard, the Board voted (6-0-0) to approve the use of Town-owned land at 175 Salmon Brook Street to create a wildflower garden.

E. Consideration of Institute of Museum and Library Services (IMLS) Grant Budget Amendment

In June 2021, the Town of Granby was awarded the maximum amount allowed of \$16,994 under the Institute of Museum and Library Services Grants to States to address specific high priority spending categories. The funding must be spent over the next few months in order to comply with the grant requirements. According to Town Charter, a budget amendment is required to increase the line items since the amounts were not budgeted in the Fiscal Year 2021-22 adopted budget.

ON A MOTION by Selectman Neumann, seconded by Selectman Ohannessian, the Board voted (5-0-1) to increase the Miscellaneous Revenue and GPL-Misc Improvements line items in Capital Equipment/improvement Fund by \$16,994 and forwards this request to the Board of Finance to approve. (Selectman King was out of the room at the time of the vote.)

F. Consideration of Fiscal Year 2020-21 Transfer of Accounts

The Town budgeted personnel increases under Contingency in the Fiscal Year 2020-2021 Adopted Budget as all union contracts were being negotiated. The funds need to be transferred to the appropriate accounts based on the approved and signed contracts. Potential increases for IBPO will be transferred to a liability account.

ON A MOTION by Selectman King, seconded by Selectman Neumann, the Board voted (6-0-0) to authorize the transfer of \$89,880 from the Contingency Department to various departments as presented and forwards this request to the Board of Finance to approve.

G. Consideration of Additional Appropriation from Parks & Recreation Fund for the Purchase of Chairs

The Park & Recreation Department is requesting an additional appropriation of \$10,500.00 to replace damaged, worn chairs for events at Holcomb Farm.

ON A MOTION by Selectman King, seconded by Selectman Neumann, the Board voted (6-0-0) to authorize an additional appropriation of \$10,500 from the Recreation Fund balance to fund the purchase of chairs for Holcomb Farm and forwards this request to the Board of Finance to approve.

VI. TOWN MANAGER REPORT

A. Budget Operations

Town Manager Smith reported that both the Town and the BOE are in a very good position financially and are expected to return funds to the fund balance at the end of the year.

In response to an inquiry from Selectman Ballard, Town Manager Smith noted there has been no further progress on the sale of Kearns School. Selectman Ohannessian asked about next steps and when it would be appropriate to reopen the discussion on what to do with the property. After further discussion, it was decided that Town Manager Smith would contact the broker to request an update for the Board.

In response to an inquiry from Selectman Ballard, Town Manager Smith provided an update on the progress of the Radio and Communications Committee. The consultant reviewed the current systems as well as the tower sites and will provide a recommendation to the committee within thirty (30) days.

VII. FIRST SELECTMAN REPORT (B. Scott Kuhnly)

Mr. Kuhnly reported that the interview process for the Town Manager position is going well and move to the Board of Selectman interviewing soon.

VIII. SELECTMAN REPORTS (Sally King, Vice Chairman; Glenn Ballard, Mark Neumann, Edward Ohannessian)

There were no reports presented.

IX. ADJOURNMENT

ON A MOTION by Selectman Ohannessian, seconded by Selectman King, the Board voted (6-0-0) to adjourn the meeting at 8:04 p.m.

Respectfully submitted,



William F. Smith, Jr.
Town Manager

**TOWN OF GRANBY
BOARD OF SELECTMEN
MINUTES
AUGUST 10, 2021**

PRESENT: B. Scott Kuhnly, Glenn Ballard, Sally King, Mark Neumann, Edward Ohannessian, William F. Smith Jr., Town Manager

ALSO PRESENT: KerryAnn Kielbasa

The Special Meeting of the Board of Selectmen was called to order by First Selectman B. Scott Kuhnly at 5:00 p.m.

ON MOTION BY Selectman King, seconded by Selectman Neumann, the Board voted (5-0-0) to recess to Executive Session at 5:30 p.m.

The purpose of the meeting was to discuss personnel matters.

The Special Meeting of the Board of Selectman reconvened at 8:23 p.m.

ON A MOTION BY S. King, seconded by M. Neumann, the Board voted (5-0-0) to adjourn the meeting at 8:23 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "William F. Smith Jr.", written in a cursive style.

William F. Smith Jr.
Town Manager



Kearns School

**5 Canton Road
Granby, CT**

Phase 1 Development Report

August 16, 2021

Prepared by:

Mike Goman
President & CEO
(860) 841-3271

Andy DiFatta
Senior Vice President
(860) 707-2557

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EXECUTIVE SUMMARY

The Town of Granby has indicated it wants to turn the vacant Kearns School into a productive redevelopment project. The property consists of approximately 33.8 acres and a building containing approximately 44,042 gross square feet in two wings. The school was closed in the summer of 2016. After nearly 6 years of maintaining the vacant school, the Town engaged Goman+York Advisory Services (G+Y) to lead the redevelopment efforts.

Since this assignment was challenging due to its magnitude, complexity, and uniqueness, G+Y decided the project should be done in Phases. The Phase 1 objectives were defined as:

1. Become familiar with the property,
2. Research and possibly recommend a developer that is ready, willing, and able to perform on a project of this nature, and
3. Establish the framework whereby the developer will have control over the property and can perform as needed.

The first element of Phase 1 was quickly addressed. G+Y produced an electronic marketing flyer that was used in the tasks mentioned above. The flyer was concise and presented the redevelopment opportunity in a positive and realistic way. A copy of this flyer can be made available to anyone that would like to review it.

The second element was far more challenging. G+Y assembled a list of 31 potential developers for consideration. Some of these were then directly contacted if it was felt that they would be able to perform as required. Although contacts were made as far west as Texas, there was a strong feeling that this project would need someone familiar with the general area to appreciate what it has to offer.

G+Y has found a developer that is ready, willing, and able to develop a “mixed-use” project that includes both the Kearns School and the land at 137 Salmon Brook Street (a.k.a. the “triangle”) containing 5.12 acres. The developer understands the proposed retail development in the triangle is tied to the development of the school property. In other words, the requirement for zoning

changes may link both parcels together so the triangle cannot be developed on its own without the school property being considered.

The third element is the establishment of a framework whereby the developer will have “control” over both properties so he/she and his team can perform as needed. Control can also be expanded to include the most appropriate zone changes and the ability to deliver specific buildings with drive-through capabilities.

At this point it is not possible to state what the ultimate mixed-use project will consist of for the benefit of the town. It might be retail and residential, retail and professional offices, or medical facilities and apartments. There are several alternatives, but none of these can be pursued without control over both properties as outlined above.

The processes mentioned above eventually led G+Y to Mark DePecol and SLD. During the early stages of G+Y’s marketing efforts, Mark expressed strong interest in the mixed-use opportunities that could possibly be developed. He researched the general area as far east as the airport, as far southeast as Windsor and Bloomfield, and as far south as Avon.

Members of his team have also met on site and provided valuable insight into the challenges that might be encountered if the project moves forward. Some of these challenges include:

- Lack of visibility of the school
- Extensive wetlands on the school site
- The configuration of the school in wings
- Viability of retaining and repurposing the school

With G+Y’s support, Mark now has control over the triangle parcel and is seeking the Town’s approval to have control over the Kearns School property.

Additional information on Mark and SLD is presented in Exhibit 1.

HISTORY OF THE SCHOOL

The Building: The school consists of two wings. The first wing was built in 1956 and the second wing was built in 1992. The gross space in the facility is estimated to be approximately 44,042 gross square feet. While the term “gross square feet” is utilized, a calculation of the usable square feet determined that the building has 19,850 net rentable square feet. This major reduction in square feet is due to the large amount of space dedicated to hallways, bathrooms, offices, and mechanical areas. A chart showing these calculations can be made available upon request.

The condition of the building is considered average. Fortunately, when the Town closed the building in 2016, the decision was made to keep the oil-fired hot water heating in operation during the colder months. This was a good decision since it helped preserve the building’s present condition. The walls are concrete masonry. It’s worth noting the original wing has a flat roof, and the new wing has a sloped roof.

The Site: Although the site consists of approximately 33.8 acres, a large portion of these acres are designated as wetlands. As such, the wetland areas cannot be developed into usable facilities that can generate real estate tax revenue.

Fortunately, the utilities to the site include town water, sewer, natural gas, electricity, cable television, and fiber optic communication capability.

The site is currently zoned R30. A zone change will be required to maximize the redevelop opportunity of this property.

Potential Redevelopment: Two (2) years after the building closed, a steering committee was formed and proposed the school be leased for \$1.00 per year as a community center. The Board of Selectmen felt this suggestion had merit and established the Community Center Advisory Committee to evaluate whether the school should be repurposed as a community center. Rather than elaborate on this issue, the report from the committee found the estimated construction and move-in expenses for the first year totaled over \$2.4 million.

The required work for the conversion included:

1. Wall removals,

2. Electrical upgrades,
3. Bathroom renovations,
4. HVAC upgrades,
5. Flooring,
6. Roof repairs, and
7. A code assessment review.

The operating costs for the first year were estimated to be \$975,290.

The Annual income was projected to be \$996,550. Most of this revenue was projected to come from an adult day care program generating \$480,000.

Ultimately, this redevelopment program was abandoned.

A MIXED-USE PROJECT

Definition: A mixed-use project is typically defined as a real estate project that has more than one type of development. For example, it may be a combination of retail and residential space, or residential and office space, etc.

G+Y realized that the school was somewhat hidden behind a 5+ acre residential parcel. Visibility can be a major contributor to the success to a mixed-use project. To increase the marketability of the school, G+Y decided a mixed-use project that incorporated the residential property would be more appealing than simply trying to continue marketing the school by itself. G+Y believed the triangle parcel, with its proximity to Stop&Shop and TJ Max, would ignite interest from developers that would then try to figure out what to do with the school. As a result, G+Y launched an effort to tie the residential property into a more lucrative project consisting of both the school and what we are now calling the “triangle” property.

Synergy with the Triangle: The “triangle” in this report is 137 Salmon Brook Street. The following picture shows the proximity of the triangle bordered on two sides by Canton Road and the frontage on Route 10 (a.k.a. Salmon Brook Street).



Once G+Y was able to secure a listing on the triangle, the school and the triangle were aggressively marketed to larger developers with the capability of developing a sophisticated mixed-use project. It should be noted at this point that due to the attractiveness of the triangle, G+Y made clear that the triangle parcel could not be a standalone project.

With the two parcels now assembled, G+Y was able to find a Connecticut developer that has both a team and experience to undertake a project of this magnitude, complexity, and uniqueness.

THE DEVELOPER

The Selected Developer: G+Y is hereby recommending Mark DePecol as the preferred developer for the Kearns School project. As stated earlier, Exhibit 1 contains his resume and a list of his primary team members.

Mark DePecol has the experience and the team that can accomplish the tasks they select to pursue. This brings us to “what” will be needed to pursue development of both parcels.

Simply stated, the developer will need:

1. Control over both parcels,
2. Potential zone changes, and
3. Approval to market drive-through capabilities for certain retailers and service providers.

The Need for Control: One of the key elements to moving forward on a development project is “control” over the properties. Simply stated, no tentative transactions can be mutually agreed upon between the developer and the tenant if the developer doesn’t have control over the properties in question. The developer must demonstrate without question that he or she can deliver on what is being proposed. It is important to note at this point that the developer already has an agreement with the seller of the triangle parcel.

Potential Zone Changes: The developer may need to change the zones for the school as well as the triangle parcel. For example, the underlying zone for the school is R30. This simply will not work for a mixed-use project. Even the T-1 zone may not be appropriate depending upon what kind of eventual users can be found to occupy the new development.

Drive-through capabilities: It should come as no surprise that the American business environment is constantly evolving. The arrival of the Covid virus has recently accelerated this process. Some industries now require new facilities to have one or more drive-through lanes. Well established businesses have even been known to vacate one facility in favor of another that can accommodate a

drive-through lane. Examples of these include financial institutions, food operations, and even drug stores.

PHASE 2 - NEXT STEPS

Although the developer's desire is to develop a mixed-use project, there are currently no definitive development plan for the school parcel. Residential units were initially proposed, and Mark prepared a conceptual plan of how this could work. The current economic climate, however, has seen a dramatic bump in construction costs. This bump has at least temporarily discouraged further residential development in this area. This economic climate can return to normal in the foreseeable future, but economic forecasts need to be based on known or certain conditions to be financially viable.

The developer has indicated that the triangle parcel will most likely focus on retail opportunities. The school, however, could be residential, office, professional, medical, or even additional retail.

If the selected the developer is given control over the school property via an option agreement, feasibility studies and concentrated marketing efforts can be launched. A further exploration of opportunities will be presented in Phase 2 of this project. At that point G+Y will also identify the eventual benefits that can accrue to the Town from the new developments.

EXHIBIT 1

MARK DE PECOL

PROFESSIONAL QUALIFICATIONS



Mark has over 40 years' experience creating value with land development and construction in Connecticut. After a BS degree in Business Economics, he joined his family business in the commercial/heavy construction industry primarily focused on bonded road, bridge, dam, water & sewer projects for State, DOT, & Municipalities as well as private industrial and commercial building and renovations.

Concurrent with this business Mark began purchasing large tracts of land for residential development and became a regional developer of dozens of commercial and residential parcels requiring expertise in land planning, zoning approvals, market analytics and financing. In the mid 2000's he was asked to teach a State of CT certified course for Appraisers and Real Estate Agents/Brokers in land development.

Mark's key to success has been envisioning the highest and best use for land parcels using his expertise in all areas of land development and procuring zoning approvals for the vision. His strategy always involves the participation of neighbors and town stakeholders to gain support and thereby increasing the chances of approval. His expertise encompasses zone and text changes requiring in-depth knowledge of end use requirements and involves his team of highly experienced professionals, operators and capital providers.

After the crash in 2009, Mark decided to pursue the emerging senior demographic and began optioning and entitling Assisted Living developments. [Senior Living Development, LLC](#) was formed in 2012. Since then, "SLD" has become the preeminent developer of assisted living & memory care properties in Connecticut, entitling over 1,000 units (see [projects](#)). The [SLD team](#) consists of highly experienced attorneys, engineers, architects, and consultants involved from project inception through construction. SLD typically sells the approved property to "operators" who specialize in the business.

In 2018 Mark created a 50/50 partnership with TODA Capital and formed Senior Living Advisors, LLC (see [principals](#)). This partnership allowed further expansion capabilities with access to substantial capital. A decision was made to become a "Developer/Operator" of senior housing

and SLA began purchasing properties with the intent to develop and operate including the conversion of a 250,000 sf office building in Trumbull, "[Rivers Edge](#)."

In 2019 the brand, "[KindCare](#)" was established to provide mid-market assisted living & memory care to the middle class. Two properties were entitled and purchase with groundbreaking expected to occur in fall of 2021 in Bristol, CT.

While most of the development emphasis is in the senior living industry, Mark's experience in all types of development allows other opportunities to be pursued with the same expertise and team coordination, market analysis and financing required for any development that makes sense. Appropriate JV partners are brought in depending on the expertise required. Some current and past projects by the partners are shown at this [link](#).

Mark resides in Roxbury, CT with his wife of 32 years and have two grown children.

Senior Living Development, LLC

Senior Living Advisors, LLC

Bristol KindCare, LLC

Naugatuck KindCare, LLC

Address:

857 Post Rd. #346, Fairfield, CT 06824

203-770-2159

mark@sldland.com

Websites:

www.sldland.com

www.kindcareusa.com

www.riversedgetrumbull.com



Some of Mark's team will include the following advisors. For example, DyMar and Wohlsen Construction have already visited the school site and provided insights into the potential development of a mixed-use project.

BIOS



MARK DE PECOL

Mark De Pecol Managing Member of Senior Living Development, LLC has over 35 years experience purchasing, approving and developing strategic commercial and residential land. SLD performs initial diligence and contracts land for purchase.



TOMMY HAENDLER & DANIEL GRESSEL

Tommy Haendler & Daniel Gressel are principals of TODA Capital which is a leading commercial investment firm in CT providing both equity and debt for real estate backed projects.



GERRY MENKE

Gerry Menke, AIA, CEO of EGA Architects leads this nationally recognized firm with numerous awards and specializes in Senior Housing. EGA designs the concept plans which determines viability and continues through the design phases in the approval process.



MARK LANCOR

Mark Lancor P.E., President of Dymar Inc. provides expertise in civil engineering wetland/drainage issues and zoning/regulatory considerations. Dymar is instrumental assessing initial viability with respect to engineering and regulatory components.



KEN NOREEN

Ken Noreen, SVP of Wohlsen provides pre-construction and construction management services. Wohlsen, is a 125 year old firm specializing in senior housing and is bonded to \$650,000,000.

EXHIBIT 2

Examples of some of the initial development concept plans are presented on the next few pages.

This first plan shows the developable and undevelopable land on both parcels.



This conceptual plan shows how the existing school building might appear after extensive site work modifications.



CONCEPTUAL DEVELOPMENT PLAN
IN SALMON BROOK STREET
GRANBY, CONNECTICUT

PREPARED FOR
SJD, LLC
 87 FORT ROAD
 FAIRFIELD, CONNECTICUT 06424
 MAY 2, 2011

DYMAR
INCORPORATED IN THE STATE OF NEW YORK
 OFFICE: 100 WEST STREET, SUITE 200, NEW YORK, NY 10038
 TELEPHONE: (212) 921-1000 FAX: (212) 921-1001
 WWW.DYMAR.COM

Nevertheless, it is evident that Mark and his team have already begun studying the opportunities that could be captured if the school and triangle properties are consolidated into a viable mixed-use project.

As stated earlier, Mark has already control of the triangle property. He is now seeking control of the Kearns School before more analysis and investment dollars can be expended for the ultimate benefit of all the interested parties.

TOWN OF GRANBY

MEMORANDUM

DATE: August 16, 2021

TO: Board of Selectmen

FROM: William F. Smith Jr., Town Manager

REGARDING: **V. BUSINESS – ITEM C**

Consideration of Additional Appropriation from Communications Fund for Purchase of Town Phone System

The Town phone system has been in place for over 20 years and has been repaired many times. In addition, the system is also in non-conformance with the law, mainly due to its inability to identify emergency call locations. Further breakdowns may well create a system shut-down for days or even weeks. At my request, the Town IT consultant reviewed system needs and looked into possible upgrades.

Presently, the Board of Education is upgrading their phone system. It would be beneficial and cost effective to coordinate the upgrade with them and replace our antiquated system. This would save money by merging with them on a VoIP system. In addition, if we act soon, we may obtain a number of VOIP Avaya phones to replace our NEC at a favorable price.

The present estimated cost to upgrade will be approximately \$55,000. These funds are available in the Town Communications Fund. This fund presently has \$144,748 and if approved, a balance of \$89,748 would remain.

PROPOSED MOTION: THE BOARD OF SELECTMEN AUTHORIZES AN ADDITIONAL APPROPRIATION OF \$55,000 FROM THE COMMUNICATIONS FUND FOR UPGRADING TOWN PHONE SYSTEM AND FORWARDS THIS REQUEST TO THE BOARD OF FINANCE TO APPROVE.

pc: Kimi Cheng, Director of Finance

TOWN OF GRANBY

MEMORANDUM

DATE: August 16, 2021

TO: Board of Selectmen

FROM: William F. Smith, Jr., Town Manager

REGARDING: **V. BUSINESS – ITEM D**

Consideration of Amendment to the Charge for the Affordable Housing Plan Committee

At its meeting of June 8, 2021, the Board of Selectmen approved the creation of the Affordable Housing Plan Committee. At that time the charge read:

The Committee shall prepare an Affordable Housing Plan pursuant to the requirements of Section 8-30j of Connecticut General Statutes. Such plan shall be presented to the Board of Selectmen for review and approval to enable adoption prior to the July 2022 deadline.

The Committee composition shall consist of seven members:

- One (1) representative from the Board of Selectmen
- One (1) representative from the Commission on Aging
- One (1) representative from the Development Commission
- One (1) representative from the Planning & Zoning Commission
- Two (2) additional members from the public

The following motion to amend the charge is suggested to read as follows:

The Committee shall prepare an Affordable Housing Plan pursuant to the requirements of Section 8-30j of Connecticut General Statutes. Such plan shall be presented to the Board of Selectmen for review and approval to enable adoption prior to the July 2022 deadline.

The Committee membership shall consist of six members as appointed by the BOS. Members may likely come from:

- One (1) representative from the Board of Selectmen
- One (1) representative from the Commission on Aging
- One (1) representative from the Development Commission
- One (1) representative from the Planning & Zoning Commission
- Two (2) additional members from the public

If appropriate, a notice of the approved committee will be posted on the Town website and sent to Town agencies and to the Republican and Democratic Town Committees. The Board of Selectmen will then make appointments at the next meeting. Following the appointments, the committee will meet.

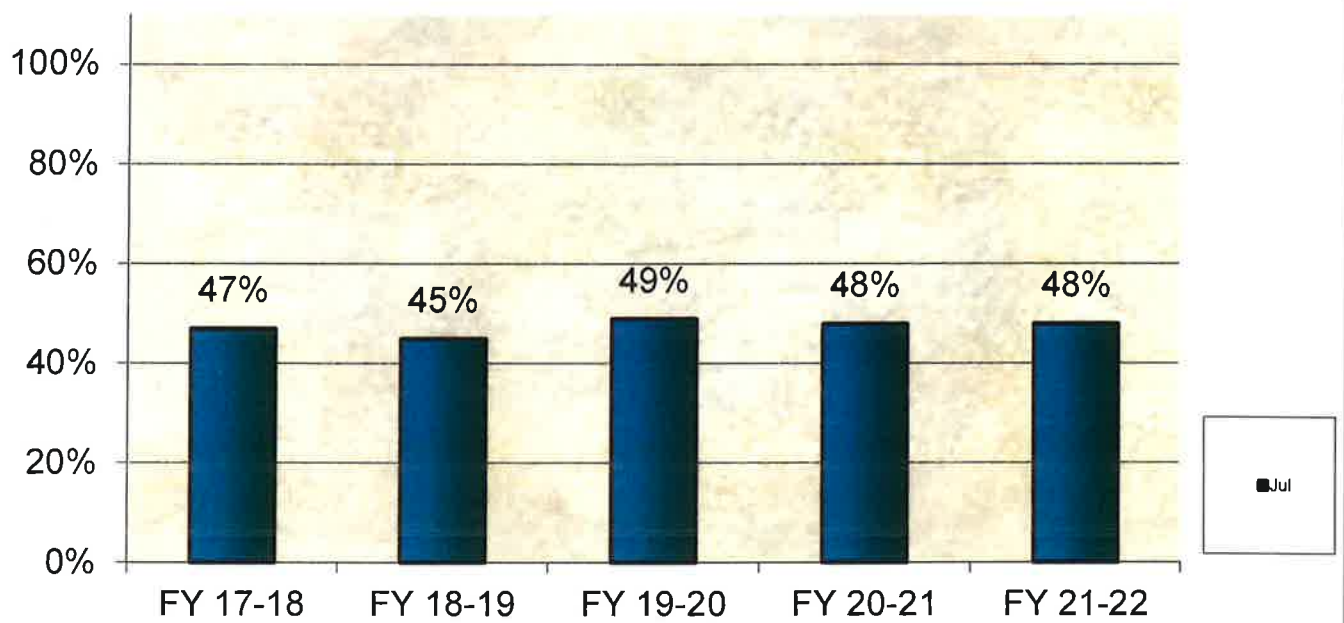
The Director of Human Services and Director of Community Development shall serve as staff liaisons.

pc: A. Kenyon, Direct of Community Development
S. Yost, Director of Human Services



**BUDGET OPERATIONS
JULY 2021**

CURRENT YEAR TAX COLLECTION DATA



**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
JULY 2021**

DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE {EXCESS}	% REC'D	REMARKS
41010 Current Year Taxes	39,514,514	18,932,796	20,581,718	48%	Pymts. Due - July & Jan.
41020 Prior Years Taxes	210,000	55,359	154,641	26%	
41040 Interest & Liens	130,000	13,383	116,617	10%	
41060 Auto Supplement	360,000	0	360,000	0%	Billed - December
Property Taxes	40,214,514	19,001,538	21,212,976	47%	
43170 Spec Ed / Excess	491,779	0	491,779	0%	Pymts. Due - Feb. 75% - June Bal.
43200 Educ Cost Sharing	5,278,314	0	5,278,314	0%	Pymts. Due - Oct. 25% - Jan. 25% - Apr. Bal.
43590 Tuition - Other Towns	1,070,721	0	1,070,721	0%	School Bills for Activity
State Education Total	6,840,814	0	6,840,814	0%	
43110 Veterans Exempt GT	3,300	0	3,300	0%	By Assessor Appl. In Aug but receive Pymt. In Dec.
43120 Misc - State	35,332	78	35,255	0%	Pymt. Due - June
43130 Telecommunications	14,000	0	14,000	0%	Pymt. Due - April
43310 State Owned Property	1,061	0	1,061	0%	Pymt. Due Oct.
43320 SS Dist Tax Relief	1,500	0	1,500	0%	Pymt. Due - Dec.
43340 E911 PSAP Grant	33,873	0	33,873	0%	Will not receive because East Granby opted out
State Municipal Total	89,066	78	88,989	0%	
Intergovernmental Revenue	6,929,880	78	6,929,803	0%	
43615 Town Clerk Fees	200,000	42,409	157,591	21%	Statutory Collections
43620 Planning & Zoning	5,450	304	5,146	6%	Application Permit Fees
43630 Zoning Bd of Appeals	481	0	481	0%	Application Permit Fees
43640 Building Permits	150,000	6,381	143,619	4%	Building Permit Fees
43660 Inland Wetlands	1,200	0	1,200	0%	Permit/App. Fees
43670 Short Term Investments	65,000	5,790	59,210	9%	
43680 Rents	26,600	1,800	24,800	7%	Drummer, Freshies, School Rental
43690 Sale Maps & Ordinances	275	0	275	0%	
43700 Snow Plow & Grading	7,600	0	7,600	0%	Private Roads
43710 Photocopying	300	15	286	5%	
43715 Open Farm Day	2,500	0	2,500	0%	

**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
JULY 2021**

DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE {EXCESS}	% REC'D	REMARKS
43740 Dispatch Services	16,580	0	16,580	0%	Police Bill For Dispatch Services
43745 Hay Rentals	14,000	600	13,400	4%	Haying - \$10,000
43760 Library	3,000	373	2,627	12%	Book Fines, Trust Investment
43770 Contract - Bldg. Inspection	10,100	0	10,100	0%	Bldg. Dept. Bills Qtrly For Services
43790 Driveway Permits	350	30	320	9%	New Const. Activity
43800 Police Photo/Lic/Permits	12,500	480	12,021	4%	
43840 Returned Check Fee	100	0	100	0%	
43990 Pay For Participation	53,966	0	53,966	0%	Received from BOE
46038 Miscellaneous	35,000	1,258	33,742	4%	
Local Departmental Revenues Total	605,002	59,439	545,563	10%	
43980 CNEF Fund	0	0	0	#DIV/0!	
43950 Transfer-in Fund Bal.	2,963,814	0	2,963,814	0%	
43955 Additional Appropriations	0	0	0	#DIV/0!	
Transfers In Total	2,963,814	0	2,963,814	0%	
Local Dept. Rev. & Transfer In Total	3,568,816	59,439	3,509,377	2%	
General Fund Revenues	50,713,210	19,061,055	31,652,155	38%	

**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
JULY 2021**

ACCT. #	DESCRIPTION	ADJUSTED BUDGET	EXPENSED	ENCUMBERED	UNENCUMBERED ALLOTMENT	% EXP.	REMARKS
1001	General Administration	344,153	20,042	222,770	101,341	71%	
1003	Legal Services	25,000	0	0	25,000	0%	
1005	Fringe Benefits	2,815,806	457,048	61,879	2,296,879	18%	Payment to Health Fund in Aug
1007	Town Clerk Operations	161,121	14,103	129,559	17,459	89%	
1009	Probate	4,882	0	0	4,882	0%	
1011	Contingency & Reserve	218,200	0	24,380	193,820	11%	
1013	Election Services	48,839	2,012	12,330	34,497	29%	
1015	Boards, Reg. Prog. & Staff Dev.	70,934	36,895	5,955	28,084	60%	
1017	Revenue Collections	134,238	17,983	93,599	22,655	83%	
1019	Property Assessment	195,109	24,848	144,932	25,329	87%	
1021	Finance Management	331,281	38,506	181,366	111,409	66%	
1023	Insurance	367,799	88,323	221,630	57,846	84%	
1031	Community Development	120,764	16,397	99,546	4,821	96%	
	General Government	4,838,126	716,157	1,197,945	2,924,023	40%	
2001	Building Inspection	154,149	14,138	135,154	4,857	97%	
2003	Fire Prevention	351,151	80,490	264,203	6,458	98%	
2005	Emergency Management	8,720	0	0	8,720	0%	
2007	Health Services	171,555	103,830	67,725	0	100%	
2009	Police Dept Administration	361,750	41,349	304,657	15,744	96%	
2011	Police Oper. & Communications	1,873,155	145,296	1,250,859	477,000	75%	
	Pers. & Prop. Protection	2,920,480	385,103	2,022,597	512,780	82%	
3001	Public Works Administration	203,738	20,113	178,423	5,202	97%	
3003	General & Equipment Maint.	1,386,108	65,070	900,525	420,513	70%	
3005	Solid Waste & Recycling	938,100	2,753	872,816	62,531	93%	
3011	Planning & Engineering	34,383	0	0	34,383	0%	
3013	Infrastructure Maintenance	686,444	37,996	441,003	207,445	70%	
	Public Works & Env.	3,248,773	125,932	2,392,767	730,074	78%	